


Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp: 
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PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

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In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Japan Center for International Exchange

Travel date(s): May 25, 2019 - June 4, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2,974.80	\$1,193.10	\$604.01	None
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input checked="" type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Meetings and roundtables with leading policy experts on US-Asia relations and high-level government, civil society and private sector leaders

6/11/19
(Date)

Robert Gardner

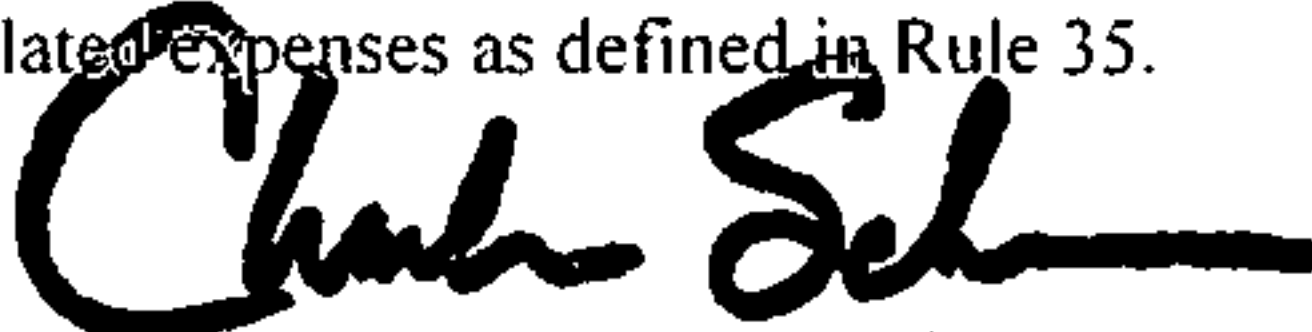
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/11/19
(Date)



(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): Japan Center for International Exchange
 2. Description of the trip: U.S. Congressional Staff Exchange to Japan: Fact Finding trip on U.S. security, economic, and political relations
 3. Dates of travel: May 25 to June 1, 2019
 4. Place of travel: Japan: Tokyo and Aichi
 5. Name and title of Senate invitees: Please see attached
 6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JCIE is the sole sponsor of this trip, which is part of its U.S. - Japan Political Exchange Program.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

JCIE promotes U.S.-Japan dialogue on foreign policy and in areas of common concern, and this program is designed to provide senior staffers with a deeper understanding of the U.S.-Japan relationship and the dynamics of Japanese policymaking.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JCIE has sponsored over 27 Congressional Staff Exchange trips to Japan and its U.S.-Japan

Parliamentary Exchange has brought 400 Congressional and Diet members to each others'

countries over the last 40 years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JCIE is involved in various policy dialogues and research activities to promote analysis and discussion of critical issues facing Japan and the U.S.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$3430 (Airfare: \$2800, Train: \$200, Local: \$430)	\$1260 (\$210/night)	\$550 (\$100/day for 5.5 days)	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This program is arranged specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

Tokyo offers the best access to leaders from the Japanese government and from various sectors of society. Aichi is one of Japan's main hubs for industry.

19. Name and location of hotel or other lodging facility:

Tokyo: Hotel New Otani

Aichi: Nagoya Tokyu Hotel

20. Reason(s) for selecting hotel or other lodging facility:

Tokyo: Affordable price, best suited for meetings with Japanese Diet Members & Staff

Aichi: Affordable price, appropriate meeting space, and accessible to site visits

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The expenses fall below the maximum per diem rates for Tokyo City and Nagoya as of 04/01/2019 as put forth on the State Department website

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class airfare on commercial flights, economy equivalent on trains, minibus and taxi transport on location.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

James Gannon, Executive Director

Name and Title:

Japan Center for International Exchange (JCIE/USA)

Name of Organization:

475 Riverside Drive/Suite 731, New York, NY 10115

Address:

212.679.4130

Telephone Number:

Fax Number:

jgannon@jcie.org

E-mail Address:

Senate Invitees

Robert Gardner, Legislative Assistant, Office of Senate Minority Leader Chuck Schumer

Carolina Young, Policy Advisor, Office of Senator Mark Warner



JAPAN CENTER
FOR
INTERNATIONAL
EXCHANGE, INC.
(JCIE/USA)

(米国法人) 日本国際交流センター

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Tel: (212) 679-4130 Fax: (212) 679-8410
URL: <http://www.jcie.org>

April 8, 2019

Mr. Robert Gardner
Legislative Assistant
Office of Senate Minority Leader Chuck Schumer
322 Senate Hart Office
Washington, DC 20510

Dear Mr. Gardner,

It is with great pleasure that I invite you to participate in the Japan Center for International Exchange's 2019 US Congressional Staff Exchange Program in Japan. This intensive weeklong study program will be held from May 25– June 1, and it will involve meetings with high-level government, civil society, and private sector leaders as well as briefings from leading policy experts in Japan.

We ask that participants arrive in Tokyo on Sunday, May 26, which requires departing from the United States on Saturday, May 25. At the end of the program, we plan for the group to leave Japan on Saturday, June 1, and arrive in Washington DC on the same day. JCIE will make all of the necessary travel arrangements. As a program participant, economy class airfare to Japan, domestic travel in Japan, lodging, meals, and all other program-related expenses will be covered by JCIE. Prior to the trip we will host a pre-departure briefing in mid-May.

As you know, JCIE, which is a New York-based 501(c)(3) nonprofit organization, is the sponsor of the program, and the program is made possible by funding provided by the Japan-US Friendship Commission, a US federal agency.

My colleague Stephen Mchugh will be in touch with you later regarding ethics forms, travel details, and similar matters. In the meantime, please do not hesitate to contact us if you need additional information. It is a very important time in US-Japan relations, and I feel that this year's program will be a particularly fascinating one. We are grateful that you can join the program and look forward to your participation.

Sincerely,

James Gannon
Executive Director

Japan Center for International Exchange (JCIE)

US Congressional Staff Exchange Program
2019 Delegation to Japan

May 25–June 1, 2019

SCHEDULE

Saturday, May 25

12:45 Depart Washington IAD (United # 803)

Sunday, May 26

15:25 Arrive at Narita Airport

16:15-17:45 Travel via minibus to Tokyo, check in to Hotel New Otani

18:15- 20:00 **Orientation dinner** [Restaurant Satsuki, “The Main,” Hotel New Otani]
Hideko Katsumata, Executive Director & COO, Japan Center for
International Exchange (JCIE/Japan)
Hifumi Tajima, Chief Program Officer, JCIE/Japan
James Gannon, Executive Director, JCIE/USA
*Briefing on the program, key trends in the Japanese policy debate and US-
Japan relations, and expectations for participants*

Monday, May 27

8:35 Meet in lobby of “The Main”

8:40-8:50 Bus from hotel to JCIE office

9:00-9:30 **Overview of Program** [JCIE Office]

Akio Okawara, President, JCIE/Japan
*Welcome and background on the week’s meetings, resource people, and key
issues in US-Japan relations likely to be raised.*

9:30-10:30 **“The Japanese Way of Politics”** [JCIE]
Toshiaki Miura, Political and Diplomatic Correspondent,
The Asahi Shimbun

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“China-Japan Relations and the Future of Asia”

Akio Takahara, Professor of Contemporary Chinese Politics, Graduate School of Law and Politics, University of Tokyo

“Japan’s Foreign Policy Priorities”— Lunch Discussion

Hitoshi Tanaka, Senior Fellow, JCIE; Chairman, Institute for International Strategy (IIS), Japan Research Institute, Ltd; Former Deputy Foreign Minister of Japan

Travel to Roppongi Hills by taxi

“Japan’s Economic Prospects”

**Shigemitsu Sugisaki, Vice Chairman, Goldman Sachs Japan Co., Ltd;
Former Deputy Managing Director, International Monetary Fund**

Tomohiro Ota, Vice President, Senior Japan Economist, Goldman Sachs
Japan Co., Ltd.

Hiroshi Ueki, Managing Director and Head of Government Affairs,
Goldman Sachs Japan Co., Ltd.

Free time

Travel to House of Representatives #1 Office Building & pass security

“Empowering Women in Japanese Politics”

Hon. Seiko Noda, Member, House of Representatives; former Minister of Internal Affairs and Communications

Discussion with one of the ruling party's most prominent women leaders on the challenges faced by women in Japanese politics, and on the potential for US-Japan collaboration over issues on women's leadership

18:00-18:30 Travel to restaurant [Chinese Restaurant Iwaen Kasumizaseki]

18:30-21:15 Breakout Dinner Discussion on US-Japan Relations

10~12 Foreign policy experts, young government officials, business leaders, and Diet staff

We will split up for small group discussions with English-speaking business leaders, foreign policy practitioners, and experts for dinner discussions on key issues in US-Japan relations. Many participants are drawn from the alumni of the "Tanaka Juku" study group on foreign policy issues.

Tuesday, May 28

8:00-9:15 **Breakfast Roundtable with Up-and-Coming Leaders in the Diet**
[Hotel New Otani]

3~5 Diet members

Roundtable discussion with Diet members on how Japanese legislators view US-Japan relations and what they feel the key priorities need to be.

9:30-9:50 Travel by taxi to Cabinet Office & pass security

10:00-11:00 **"Japan's Trade Policy and US-Japan Trade Relations"**
[Cabinet Office]

Atsuyuki Oike, Deputy Chief Negotiator of Governmental Headquarters for the TPP

Briefing on Japan's trade policy and the Japanese perspective on a potential US-Japan trade deal

11:15-11:45 Travel by taxi to Keidanren Headquarters

12:00-13:30 **"Japanese Business Perspectives on US-Japan Economic Relations"**
[Japanese Business Federation Headquarters]

Ichiro Hara, Director, International Affairs Bureau, Keidanren

Discussions with business executives on US-Japan trade relations, market access and non-tariff barriers, and investment in the United States. This is convened at the headquarters of the Japan Business Federation (Keidanren), which is analogous to the US Chamber of Commerce.

13:30-14:00 Travel by taxi to JCIE offices

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Roundtable on US-Asia Relations with Foreign Policy Experts

Ryo Sahashi, Associate Professor of International Politics, Institute for Advanced Studies on Asia, University of Tokyo

Naoko Eto, Research Fellow, Institute of Developing Economies, Japan
External Trade Organization

Travel by taxi to Meiji Jingu

“Religion & Politics in Japanese Society”

Rev. Moriyasu Ito, Priest, Meiji Shrine; Director of International Affairs
Division, Meiji Jingu Intercultural Research

Briefing on the role that Shintoism and other Japanese religions play in contemporary society and how they influence the political debate by former foreign ministry official turned Shinto priest

Optional Group Dinner

Check out from hotel & depart by taxi to Tokyo Station

Bullet Train (Nozomi 105) from Tokyo Station to Nagoya

“Japan's Nonprofit Sector, Its Challenges, and Its Role in Local-Level Governance and International Affairs” – Lunch Briefing

Hideko Katsumata, Executive Director & COO, JCIE/Japan; Director, Japan NPO Center; former Commissioner, Prime Minister's Commission on the Reform of Public Interest Corporations.

One of the most prominent women leaders in Japan's nonprofit sector will outline the growth of Japan's nonprofit sector since the 1990s, how it has struggled to serve as an alternative voice in a policymaking system that has been traditionally dominated by the government, and what nonprofit movements are doing to strengthen local-level governance and alignment with the Sustainable Development Goals.

13:30-14:50	Briefing on Nagoya's Urban Revitalization Efforts and Nagoya Castle <i>Briefing on Nagoya's urban revitalization efforts and a site visit to Nagoya Castle to discuss the role that the strategies surrounding the castle neighborhood have played in Nagoya's urban renewal strategy.</i>
15:00-16:20	Site Visit to Chuden Wing Company: Exploring Models for Workplace Accessibility <i>Chuden Wing Co., a subsidiary of Chubu Electric Power Company is a design and printing company that proactively recruits people with physical and developmental disabilities. It operates with 100+ staff members, nearly three-quarters of whom have some form of disability, and it has become a model of ways to make workplaces in Japan more accessible and inclusive.</i>
16:40-17:10	Meeting with Governor of Aichi Prefecture Hideaki Ohmura, Governor, Aichi Prefecture <i>Meeting with governor of one of Japan's leading prefectures in terms of industrial output and innovation. Will discuss Aichi's involvement in US-Japan trade and investment, what this means at the local level.</i>
17:10-18:15	Aichi Prefectural Government Briefing: "Aichi's Local Economic Revitalization Agenda" <i>Officials from the Aichi Prefectural Government's Department of Industry and Labor, as well as other departments, will discuss Aichi's economic growth, investment, and trade promotion strategy.</i>
18:15-18:30	Bus to hotel
18:30	Check in to Nagoya Tokyu Hotel
19:15	Informal Dinner
Thursday, May 30	
9:35	Check out of hotel & meet in main lobby
9:45-11:00	Bus to Toyota City
11:00-14:45	Toyota Site Visit: Cutting-edge Technologies in Transportation <ul style="list-style-type: none"> Briefing on New Technologies & Guided Tour of Toyota Kaikan Museum

Discussion on the priorities of the Cabinet of Japan, Japan's ruling coalition, and a senior leader's view of US-Japan relations with the Chief Cabinet Secretary, the cabinet member who coordinates all cabinet policy and decision making and who serves as the chief government spokesperson.

11:55-12:20 Travel to lunch restaurant

12:30-14:00 **Briefing by Ministry of Foreign Affairs – “The US-Japan Alliance and Economics Ties”** [Restaurant TBD]

4~5 senior Japanese foreign ministry officials '

Lunch discussion with senior officials from the Ministry of Foreign Affairs' North American Bureau on US-Japan security relations, trade, security, and other areas of bilateral cooperation

14:00-14:30 Travel to Shinagawa by minibus

14:30-16:00 **“Japan’s Cutting-Edge: Innovation Technology and AI” – Site visit to NEC Innovation World** [NEC Innovation World- Shinagawa]

Opportunity to learn about Japan’s work in the technology field. Overview of the real world applications of artificial intelligence and the integration of Japanese technology with the business sector

16:00-16:30 Return to hotel by minibus

19:00-21:00 **Wrap-up dinner and debriefing**

Akio Okawara, President, Japan Center for International Exchange (JCIE/Japan)

Hideko Katsumata, Executive Director & COO, JCIE/Japan

Hifumi Tajima, Chief Program Officer, JCIE/Japan

James Gannon, Executive Director, JCIE/USA

At a wrap-up dinner with senior JCIE staff, the participants will reflect on the main opportunities and challenges for US-Japan relations that were raised during the program as well as next steps for remaining informed about and engaged in US-Japan relations.

Saturday, June 1

11:00 Check out of Hotel New Otani

Official Travel Ends

Tuesday, June 4

16:10 Depart Narita Airport; arrive in Washington DC at 15:50 the same day

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